



THE CITY OF BERWYN, ILLINOIS

MICHAEL A. O'CONNOR, *Mayor*

6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567
www.berwyn-il.gov

Part Time Parking and Local Ordinance Adjudication Revenue Clerk **STAFF VACANCY**

Position: Parking Revenue Clerk
Salary: \$10.00 per hour

Schedule: Part time – six hours per day– Rotating Schedule – 30 hours/week.
Mon., Wed, Thurs, Fri 9 a.m. – 5 p.m. – Tues until 8 p.m.,
Saturday 9 a.m.-noon

Location: Berwyn Police Dept.

Application Deadline: July 23, 2007

Principal Duties & Responsibilities:

Under the direction of the City Collector and Parking & Local Ordinance Adjudication Revenue Supervisor, will collect fines, issue stickers, handicap renewals and visitor pass program. Will provide helpful and courteous customer service.

Major Responsibilities include:

1. Collection of Fines
2. Issuance of Handicap renewals and visitor pass programs
3. Respond to citizen inquiries and complaints while communicating with departments as required.
4. Prepare dockets for ordinance adjudication
5. Enters parking ticket data.
6. Delivers excellent customer service

Qualifications:

- **High school or equivalency**
- **Two years of general work experience**
- **Ability to use computer and data entry software**
- **Bi-lingual English/Spanish preferred**

Applications can be picked up and returned to:
City of Berwyn Human Resources Department
6700 West 26th Street
Berwyn, Il 60402-0701

The City of Berwyn is an Equal Opportunity Employer